

March 1966

OPERATING PROCEDURES FOR SERVICING VITAL
MATERIALS DURING AN OPERATION ALERT

GENERAL

1. All personnel entering the vault area must be accompanied by a member of the Records Center Staff.
2. Control point kits are turned over to each control point officer.
3. Every item that is removed from the Vital Materials Collection will be charged out through the use of Form 490 (Records Center Service Request).

SERVICING REQUESTS FOR MATERIAL ITEMIZED IN THE VM DEPOSIT
SCHEDULES

1. Form 490 will be used for all items requested from these files including documents, microfilm and information. The Request and Information Desk will complete a 490 for all telephone requests.
2. The three copies of the 490 will be used as follows:
 - a. The original will be filed by the Records Center and serve both as a suspense file and as a record of the service rendered.
 - b. The second copy will be stapled to a card and inserted in the box in place of the material to serve as a charge out card.
 - c. The third copy will be returned to the requestor with the material requested.
3. To aid in refiling the documents, the box number will be written with pencil in the upper right hand corner of each document.

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SERVICING REQUESTS FOR MATERIAL NOT ITEMIZED IN THE VM DEPOSIT SCHEDULES

1. all requests for maps to the Map Library
2. Books - Refer all requests for books and other reference library items to the Library Analyst.

SERVICING REQUESTS FOR SENSITIVE MATERIAL

1. Before servicing a request for sensitive material, verify the clearance of the requestor.
2. All sensitive material will be delivered by Archives & Records Center personnel.

REQUEST FOR SERVICE

1. Microfilm Readers - Microfilm readers will be centrally located in the various work areas.
2. IBM Machines - Refer requests for IBM machine service to the Machine Unit on the second floor of the Records Center.
3. Courier Service - will provide courier service on a scheduled basis; however, the Records Center will provide courier service for sensitive material.
4. Equipment - Requests for all equipment and supplies will be referred to the Supply Division.
5. Printing and Reproduction - Refer all requests for reproduction to the Reproduction Shop,

PROCESSING RETURNED MATERIAL

1. Return document to proper box (box number has been written in upper right hand corner).
2. Remove charge card and clear suspense by marking "Returned To File" on the original of the 490.

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